

Override and Append

1.	Click the Overrides tab.
2.	Enter known Combo Codes directly into this field. Security ensures that Combo Codes used are valid for the Organization. If an invalid Combo Code is entered, an on-line error message displays not allowing the submission of the reported time.
3.	If the Combo Code is unknown, select the Edit ChartFields link. Click the Edit ChartFields link.
4.	Clicking on the Edit ChartFields link allows searching for the appropriate Combination Code by entering various ChartField data elements. Click the Search button.
5.	Enter as much ChartField detail as possible to reduce the number of rows returned on a search. Enter values, or select by clicking the Lookup button for the field. If this does not return the desired ChartField string, eliminate non-core ChartField(s) from the search criteria and click the Search button again. Click in the Department field.
6.	Enter the desired information into the Department field. Enter a valid value .
7.	Click in the Appropriation field.
8.	Enter the desired information into the Appropriation field. Enter a valid value .
9.	Click in the Account field.
10.	Enter the desired information into the Account field. Enter a valid value .
11.	Click in the Project field.
12.	Enter the desired information into the Project field. Enter a valid value .
13.	Click in the DE Activity field.
14.	Enter the desired information into the DE Activity field. Enter a valid value .
15.	Click the Search button.
16.	The Search returns all Combo Codes containing the populated ChartField values.
17.	Click the Select button.
18.	Click the Ok button only if the Chartfield string contains all of the desired ChartField details. If additional ChartField(s) need appending in the string, select the ADD button. Click the ADD button.

Job Aid



19.	Click in the DE Resource Cat field.
20.	Enter the desired information into the DE Resource Cat field.
21.	Click the Ok button.
22.	The Combo Code populates the Combo Code field. This code is the result of the data entry on the ChartField Details page.
23.	Click the scrollbar.
24.	Click the Add a new row button.
25.	Enter the desired information into the field.
26.	Enter the desired information into the TRC field.
27.	Click in the Combo Code field.
28.	Enter the desired information into the Combo Code field.
29.	Press [Tab] .
30.	View the additional columns on this page using the Horizontal Scrollbar . Click the scrollbar.
31.	Click the scrollbar.
32.	Click the Submit button.
33.	Click the OK button.